

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: November 25, 2013
No: M24-13

CLASSIFICATION TITLE	SALARY
AIR POLLUTION CONTROL ENGINEERING TECHNICIAN II (CANTON CITY HEALTH DEPARTMENT, APC DIVISION) (CITY RESIDENCY NOT REQUIRED)	Starting Salary \$43,419 Range Maximum \$64,873

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Services”, “Civil Service” and “View City Jobs”. Application, clear copy of valid Ohio driver’s license, a current, detailed resume and college transcripts (unofficial will be accepted) must be on file no later than **Friday, December 27, 2013.**

TECHNICAL KNOWLEDGE WRITTEN EXAMINATION

Subsequent to the filing of the application, the candidate will be assigned a test time and date.

LOCATION:	Canton Civil Service Commission Office, Canton City Hall, 3 rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702
SCOPE:	The written examination will consist of questions related to the following topics: mass balances, material composition, mechanics, mathematical operations and law interpretation.

CANDIDATE EVALUATION

Each candidate will be evaluated on a point system based on their education and experience.

Scoring and ranking of applicants will be based on a combination of the Technical Knowledge Written Exam and points assigned as a result of the candidate evaluation.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver’s License. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

An employee in this class must have by the time of hire a four (4) year, Bachelor of Science Degree in Engineering Technology, physical sciences, environmental science, Physics, Mathematics or related field from an accredited institution. Must have a valid Ohio driver’s license with a good driving record. Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Office Suite and database applications, including web-based collaboration tools. Must have the ability to perform inspection duties in the field, outdoors, exposed to weather elements. Applicants must have the following minimum abilities to perform these inspections duties: lift 50 lbs. or more; walk on uneven surfaces for long periods of time; climb ladders and stairs; and tolerance of outdoor weather conditions.

DESIRABLE ADDITIONAL KNOWLEDGE OR EXPERIENCE

Knowledge of laws, rules and regulations, applicable air permitting and compliance policy and guidance. Knowledge of specialized computer functions and programs used in air quality monitoring (i.e. eBusiness, Air Services, STARS2, CETA, AQS, ANTS, etc). Experience with implementing and/or evaluating air pollution control regulation compliance. Experience in air pollution control, combustion equipment, industrial processes, compliance inspections, and reporting and air permitting are all highly desirable.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include: ability to record, organize, analyze and present data with scientific accuracy and thoroughness with attention to detail; ability to accurately perform arithmetic and algebraic calculations; ability to use desk calculator, tables, charts, and other aids for data manipulation; ability to communicate clearly and concisely, both orally and in writing; ability to interpret and apply Federal & State regulations, procedures, and policies into all aspects of the work; ability to effectively interact and communicate with complainants and management of industrial facilities to be inspected; ability to read and interpret basic engineering drawings or process flow diagrams; ability to follow procedures, being careful to accurately perform all required steps; ability to obtain basic knowledge of commercial or industrial processes relevant to air pollution problems (e.g. paint spraying, dray cleaning, incineration, combustion equipment, etc.); ability to identify, analyze, and solve problems; ability to apply independent judgment within established procedural guidelines; proficiency in using computer spreadsheets, databases, word processing software and other web-based collaboration tools;; good working knowledge of scientific principles and practices relating to air quality and air pollution control systems; self motivated and disciplined; ability to maintain focus and concentration on work tasks for extended periods; high level of attention to detail; ability to deal with the public; ability to perform inspection duties in the field.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver’s License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharge from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

The APC Engineering Technician II is responsible to function at the professional and technical level to support the implementation of Federal and Ohio EPA regulations and guidelines in support of the Clean Air Act in Stark County. An individual of this classification is responsible for tasks which generally require evaluation of air pollution control equipment used in industrial, commercial, and public sectors and application of regulations, and other duties including plan review and permit processing, emission inventory, compliance evaluations, enforcement, and source testing. An individual of this classification works under the direction of the APC Permitting and Compliance Supervisor, or if that position is vacant, the APC Administrator.